

STRUCTURE OF THE REPORT/ FINAL YEAR PROJECT:

The precise structure and presentation of your Project will depend in part on the research and the approach that you have adopted. The following structure is typical ('typical' does not mean 'required'):

- **Cover sheet.**
 - However, if you forget to do this, you will not lose any marks, so there is no need to 'take back' any version and upload a new one if you forget. As long as we have your student ID number on the front, this is sufficient in order for us to identify your work (this is the point of the coversheet).
- **Title page**
- **Abstract**
 - This is the equivalent term in business reports is 'Executive Summary'.
- **Acknowledgements**

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- **Table of contents page**
- **List of figures page**
- **List of tables page**
- **Chapter 1: Introduction.**
 - This chapter is likely to include: background to the research area, problem definition/research gap, and Project outline.
- **Chapter 2: Literature review**
 - You may insert a more meaningful title, based on the research area). It is unlikely that you will need two chapters for this, but if you do, then you are free to do so. This guidance, in this document, assumes that you will not (because, normally, you do not).
- **Chapter 3: Research methods.**
 - Here you present and justify your research approach, method used, and the rest, that is, what data was gathered, and when, how).
- **Chapter 4: Results/Findings.**
 - Here you present your analysis and the results/findings from the data that you gathered).
- **Chapter 5: Discussion**
 - Or, 'discussion and conclusion', or 'conclusion' or some other wording which tells the reader 'this is the final chapter'). Here you summarise the whole piece of research, highlight what you have found/what contribution your study has made, state the limitations, set out the future work and, if there are any, state the practical or other implications to research and/or practice.
- **References**
 - Harvard referencing style).
- **Appendices**
 - This may include, say, the questionnaire or other instrument used, the letter from the Research Ethics Committee).

There is no fixed allocation of words for particular sections/chapters; it is a matter of judgement (your judgement, not ours), within the overall word limit. When initially allocating a word length to your chapters (and also when editing chapters at a later stage), you should take into account the kind of research you have undertaken (for example, some research questions may justify slightly longer literature reviews; largely quantitative research studies may require fewer words in the Results/Findings chapter, as findings can be summarised using graphs).

Appendices should be used for relevant material that cannot be inserted in the main text without disturbing the logical flow (this is normally related to evidence of the data that you collected) that are cross-referenced in the Report. Transcripts of interviews should be included in the Appendices;

FORMAT OF THE REPORT/ FINAL YEAR PROJECT:

- Project reports must contain no more than **8,000 words**, as measured by the standard word count available on Microsoft Word. This includes all the text starting from Chapter 1 (anything *before* the first word of chapter 1 does not count) but *excluding* the list of References and the Appendices (if any).
- Reports should have appropriate spacing (either single-line spaced or 1.5 line spaced), with a 3.5cm left-hand margin (to allow for binding) and 2.5cm top and bottom margins.
- The recommended fonts are: Arial (or any other standard, modern font) or Times New Roman (should you prefer a more 'traditional' font). Text should be in 11 or 12 point. Chapter headings should be larger, that is, in either 12, 14 or 16 point.
- Insert a page number at the bottom of the report (in Word, click 'insert page number').
- Chapters, sections and sub-sections should be numbered using standard report formats (for example, 'Chapter 1: Introduction'; '1.1 The research problem').
- The title page should include: Project title, your student ID number. All title page text should be centred and presented in 18-point Arial font.
- The Abstract should be no more than 250 words, summarising the whole Project and highlighting your key findings.
- It is essential to provide references for ALL source material that you use in your Project, using the Harvard format (for example, books, articles, reports, newspapers, webpages). This includes citing sources in the text and providing full references in the list of References. Additional guidance on how to cite/reference can be obtained from the Library.